



ACS Technologies.



Membership PLUS® Version 11

Getting Started with Accounting Guide

Membership PLUS Finance and Fund Accounting Getting Started Guide

Membership PLUS Finance and Fund Accounting Getting Started Guide 1

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Membership PLUS Accounting

The Accounting Modules

Accounts

Each data set represents a filing cabinet for financial records. Each account represents a file folder within your filing cabinet. You'll probably have quite a few accounts. They could include separate folders for tracking checking account records, savings, vehicle expenses, office supplies, maintenance, charitable gifts, and utilities, to name a few. You need to determine the level of detail you want to track your finances. (You may have one utilities account or separate accounts for electricity, gas, phone, water, etc.)

Transactions

Each transaction represents a financial event related to one of your accounts that is recorded on paper, such as a paycheck stub that you file in your salary income folder or an electric bill that is stuffed in a utility account folder. Information for a transaction, such as a receipt for a credit card purchase, is entered on a transaction form (like a check blank), then automatically recorded in the check register (like your paper checkbook register) for the appropriate account(s). You can also record transactions directly into the register, in most cases.

Payees

Each individual or the companies with whom you do business is a payee. Payees is the address book of the Membership PLUS Accounting modules. It is here you can enter, change, or delete those names of individuals or companies you do business with. It offers a quick way to correct spelling mistakes or to consolidate information. The purpose of the Payees module is to assist you in managing your growing list of payees.

Fund Accounting

Fund accounting is typically used by those organizations that are deliberately structured for not-for-profit operation, such as churches, schools, hospitals, and local governments. In this context, a fund is a collection of self-balancing accounts related to a specified subset of the activities of the organization. Membership PLUS uses Fund Accounting for its accounting system.

In most respects, using fund accounting is the same as using it for maintaining your personal finances. However, there are some added details geared to the not-for-profit organization.

When using fund accounting, you create special equity account types called "Fund balance." Each Fund balance account represents one of your funds. When you add other accounts, you specify the fund that each account is to be linked to.

In not-for-profit organizations, the amount available to spend on any particular fund is dictated by the income generated, less any expenses already incurred. Membership PLUS automatically calculates this for you by updating the Fund balance for the effect of each transaction.

Making the Transition

Since you probably won't begin using Membership PLUS on the same day you open your accounts, you'll need to devise a plan for incorporating Membership PLUS into your financial record keeping system. To make the transition a smooth one, you need to organize your existing account records before setting up your Membership PLUS accounting system.

The beginning of a new year is an ideal time to start using Membership PLUS, because this is when you receive your year-end statements for your accounts. However, you can make the transition at any time of year. The easiest way to make the transition is to set a specific date (such as May 1) on which you will begin using Membership PLUS to record your transactions. Then, follow these guidelines for each of your Membership PLUS accounts (checking, credit cards, etc.):

1. Using your current record keeping system, balance the account for the previous month. For example, if you want to begin entering transactions in Membership PLUS on May 1, balance your account through April 30. Then, enter the resulting balance as the Beginning Balance for the account in Membership PLUS.
2. Begin entering your transactions (checks written, deposits and payments made, etc.) in Membership PLUS on May 1. See page 14 for details on entering transactions.
3. When you want to balance the account for the first time in Membership PLUS (on June 1 when you receive your next statement, for example), you will undoubtedly find checks, deposits or other transactions listed on your statement that occurred prior to May 1. It's best to ignore these in your Membership PLUS records. (Use your previous record keeping system to keep track of any transactions that occurred prior to May 1.) Then balance the account using the Membership PLUS reconciliation feature, clearing only those transactions appearing on your statement that occurred on or after May 1. See page 22 for details on balancing accounts.

Quick Tutorial

Setting Up Your Accounts

When you open the Accounts module for the first time, Membership PLUS will detect that you haven't entered any accounts. Once Membership PLUS detects there are no accounts, the program will display a menu of three choices for creating accounts: Import from MoneyCounts, Create a default Chart of Accounts, and Enter accounts manually.

To open the Accounting module, on the Module bar at the left, click on Accounting, and then click the Accounts button.

Import from MoneyCounts

This option imports all your MoneyCounts accounts, transactions, and payees into the Accounting modules of Membership PLUS; no modifications will be necessary. (Note: It would be wise before importing from MoneyCounts to backup your MoneyCounts data set.) Membership PLUS Accounting modules will treat any investment accounts you had in Membership PLUS as normal general ledger accounts. Membership PLUS accounting modules do not have special investment features like most popular financial programs.

Note: Import from MoneyCounts **only** imports data from MoneyCounts 9.0 for Windows.

Create a default Chart of Accounts

For this option Membership PLUS will create a basic set of predefined accounts that you can use, add to, or modify for your purposes.

Enter accounts manually

This option allows you to set up your own chart of accounts.

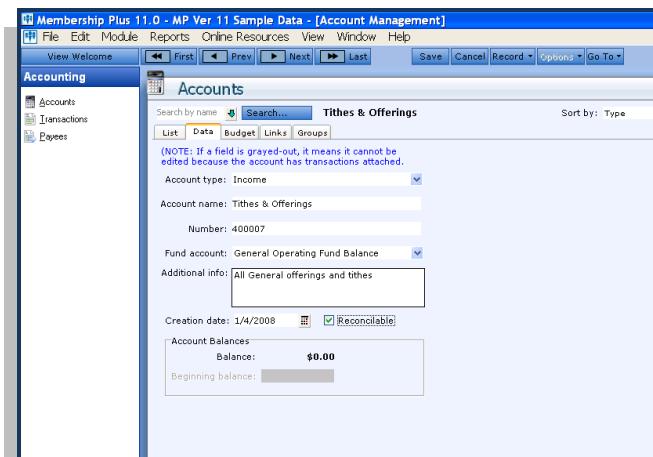
Note: If you choose to enter accounts manually, it is best to setup your Fund Balance accounts first before adding other types of accounts. At a minimum, it is highly recommended that you create a Fund Balance account called "General Fund".

Creating and Editing Accounts

The Accounts module allows you to create new accounts and to maintain your records. After you've entered transactions for your accounts, the balance amounts will also appear on the Accounts List page. On the top of the Accounts Module, you'll see a set of buttons you can use to work with your accounts.

New Accounts

Clicking the Add button opens the Data Entry page where you can enter pertinent information for a new account. Use Data Entry page to set up accounts manually if you elected not to use a set of predefined accounts, or if you need additional accounts.



You'll use separate accounts for different types of transactions. For example, you could create a Checking account to track checks you've written and an Electric account to track the amount you've spent on electricity.

Account Type—Each account is assigned an account type. For example, your Checking account would be assigned a Checking account type and your Electric account would be assigned an Expense account type.

Beginning Balance—Enter a beginning balance for accounts that have an existing balance, such as checking, savings, and credit card accounts.

Account Creation Date—When you create an account, the program assigns your system date, usually today's date, as the account's creation date. This does *NOT* in any manner restrict you from entering transactions dated prior to that creation date; and when you do so, the program adjusts the Account Creation Date to match the transaction date. However, if you do *NOT* add transactions to an account, using the system date can result in misleading information being presented in some reports.

For example, assume you started using Membership PLUS on March 5 of this year. You recorded beginning balances for other asset accounts called "Parsonage" and "Vehicle 1" but did not add transactions to either account. At the end of the year, you decide to prepare Balance Sheet reports to compare the value of those asset accounts on December 31 with their value on January 1. Because you created the accounts March 5, the reports don't show any values for January 1—even though you owned both the house and the car on that date.

To prevent this situation, you can manually enter an Account Creation Date either when you first add the account or later by editing an existing account. In our parsonage and car example, you would want to set the Creation Date for both accounts to January 1. To do so now, enter the new date in the Account Creation Date field. To do so later, click the Edit button to enter the new date in the Account Creation Date field.

Edit Accounts

To modify an account definition (account type, beginning balance, etc.), highlight the account on the List page and click the Edit button on the tool bar. The Data Entry page will display. Once you have made your edits, click the Save button to save your changes.

Note: You will only be able to edit the account name, additional information, creation date, beginning balance and mark "reconcilable" once transactions are posted to the account. Account type, number, and fund account may not be edited after transactions are posted.

Delete Accounts

To permanently remove an account from the List page, highlight the desired account, then click the Delete button on the tool bar.

Sort By

To change the order of your account records on the List page, click Sort by on the tool bar and from the list choose an option. You can order the accounts by account name, account type, or account number. (To sort by number, you must first assign Account Numbers to each account.)

Establishing Budgets

Budgets can be useful tools for monitoring your spending and for financial planning. For example, you could set up a budget for your Office Supplies account to plan expenses for the various supplies you need. And, because you can store budgets for more than one year, you can print comparison reports and easily copy last year's actual data into this year's budgets.

Membership PLUS automatically attaches budgets to all created accounts. When you create an account on the Data Entry page of the Accounts module, and then move to the Budgets page, Membership PLUS will automatically create a budget entry for the account. You will now need to enter budget amounts. The budget information you enter is stored as a part of the account. You cannot delete a budget for an account. You can zero it out, or you can leave hide accounts with no budgets on all the time.

Managing Account Groups

Many Membership PLUS reports give you the option to select which accounts you want included in the report. Rather than considering all your options every time you select a report, Membership PLUS lets you set up groups of accounts ahead of

time. Using the Groups page in the Accounts module, you can define groups and assign accounts to them at any time. Then, when you're ready to generate a report, you can select from account or report groups, rather than individual accounts.

Account groups can be used to group similar types of accounts for "across the books" reporting. For example, you might want to set up an account group named "Utilities" to include your gas, electric, water, and phone accounts.

Working with Transactions

Once you've set up your accounts, using a predefined set or by adding them to the Accounts module, you're ready to enter transactions. Transactions are the daily events you have that include a transfer of money. Any time you write a check, use your credit card, or buy a pack of chewing gum, you are performing a transaction.

Entering Transactions

There are two ways to enter most transactions: through the Check Register or using the Transaction Form. The Check Register looks similar to the register most people keep for their check books. It lists all the transactions for a specific Membership PLUS account. The Transaction Form, which resembles a blank check, is used to write checks, record deposits, etc. You can access the Transaction Form and Check Register in the Transaction module on the Modules bar, or the from the Accounts sub-menu on the Modules menu.

Typical Transactions: Recording a Check

To illustrate how to enter a transaction, let's say you wrote a check for \$98.44 to pay a maintenance bill and you want to record this transaction in the Transactions module. Although you can enter transactions using either the Check Register or the Transaction Form, we'll use the Transaction Form for this example. Use the Sample Data Set for this example.

Setting Up the Necessary Accounts

To enter the maintenance bill transaction, you'll need to add the following accounts to the Data Entry page of the Accounts module, unless they already exist.

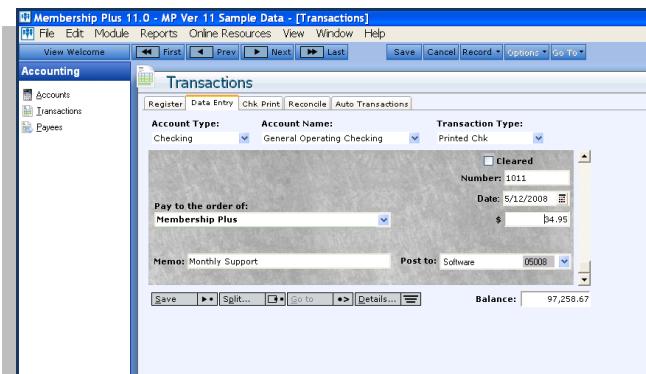
Account Type	Account Name	Beginning Balance
Checking	General Fund Checking	\$2500.00
Expense	Maintenance Expense	None

Setting Up the Transaction

To set up this transaction, open the Transaction Form by clicking the Data Entry tab to enter the transaction on the Form. When the Form opens, use the selector boxes along the top of the transaction form to select the following:

Account Type:	Checking
Account Name:	General Fund Checking
Transaction Type:	Printed Check

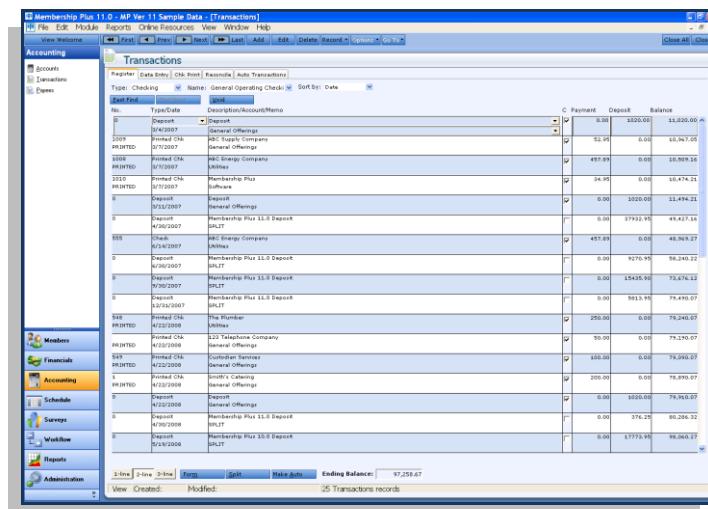
An example is shown below.



Once you've entered the information, click Save to record the transaction. Close the Form (click the Close button on the tool bar). View the effect on your accounts on the Check Register page. The General Fund Checking account balance will reflect a \$98.44 *decrease* for the check. If you open the Maintenance Expense account register, that balance shows a \$98.44 *increase*, indicating you spent this amount on electricity.

Modifying Transactions

Changes to an existing transaction can be made on the transaction form or entered directly into the Check Register (see next page). To use the Transaction Form, open the Transaction module, highlight the transaction in the Check Register page, then click the Form button at the bottom line of the page. To modify the transaction from the Check Register, select the Account Type and Name, and then click on the desired transaction to make your changes or click on the Edit button.



Complex Transactions: Entering a Deposit Across Multiple Accounts

Not all of your transactions will be as easy as the simple ones. For example, when you record a deposit, not all of the receipts go directly into one account. Contributions may be deposited into one checking account but split across multiple accounts. To track the amounts being recorded to more than one account, you may want to enter your deposits by separating (or splitting) each amount into a separate account.

Setting Up the Necessary Accounts

For this example, you'll need to add the following accounts to the Accounts module, if they don't already exist.

Account Type	Account Name
Checking	General Fund Checking
Income	General Fund Offerings
Income	Building Fund Offerings
Income	Benevolent Fund Offerings
Expense	AWANA Meals

Setting Up the Transaction

Let's say you deposit \$12,000.00 monthly into your checking account. Included in this amount is \$6,500.00 for the General Fund, \$4,000.00 for the Building Fund, \$1,350.00 for the Benevolent Fund, and \$150.00 reimbursed for AWANA meals. To record this transaction in Membership PLUS, you would begin by recording the following information on the transaction form:

Account type: Checking
Account name: General Fund Checking
Transaction type: Deposit
Date: Today's date
Description: Weekly Offerings
Amount: \$12,000.00

To indicate where your deposit is to be posted, click the Split button on the Transaction Form, or enter Split for the post-to account. This accesses the Split Transaction dialog where you can select multiple accounts for the transaction. For your first entry, select General Fund Offerings for the Account. Tab over to the Increase column and enter \$6,500.00. You are entering the amount in the Increase column as you are adding to, or increasing, the General Fund Offerings. Tab over to the Memo field and enter any appropriate notation. Continue tabbing until a second line is added to the Split Transaction dialog box. Select Building Fund Offerings for the Account on the second line, tab across to the Increase column and enter \$4,000.00. Repeat the same process for the Benevolent Fund Offerings. For the AWANA meals reimbursement, select AWANA Meals for the Account and tab over to the Decrease column and enter \$150.00. For the reimbursement, you would enter the amount in the Decrease column as you are reducing, or decreasing, the AWANA Meals expense by the amount of the reimbursement.

When you've finished entering the appropriate information, click OK on the Split Transaction dialog to save your entries and return to the Transaction Form. To save the transaction now, click the Save button. The transaction increases the First National Checking account by \$12,000.00, the General Fund Offerings account by \$6,500.00, the Building Fund Offerings account by \$4,000.00, the Benevolent Funds Offerings account by \$1,350.00, and decreases the AWANA Meals account by \$150.00. To see these results, select the appropriate account on the Check Register.

Using the Go To Feature

You can also cycle through the affected accounts by opening the Transaction Form for the transaction and clicking the Go To button at the bottom of the Form. As the account changes (check the title bar of the Transaction Form), the Transaction Type will also change, indicating how the account was affected. For more about Split Transactions, see the topic Split Transactions in online Help.

Using Check Print

If you want to enter transactions for checks you plan to print from Membership PLUS, select the "Check Print" (Chk Prnt) transaction type (rather than just "Check") when entering the transaction. You can even print the payee's address on the check if you like. To do this, click the Details button on the transaction form to access the Details window where you can enter the appropriate address information.

Recording Direct Deposits/Automatic Payments

Some of your regular transactions may be handled by your bank electronically. For example, your organization's mortgage payment may be automatically paid to your lender, or your insurance premiums may be automatically paid to your insurance company. You can keep track of these electronic transactions by setting up automatic transaction entries for them in Membership PLUS.

Automatic transactions allow you to write the information just once, and then simply process the automatic transaction as often as needed.

Setting Up the Transaction

To set up the automatic payment,

1. Select Auto Transactions tab on the Transactions module.
2. On the Auto Transactions page, click the Add button at the top of the Auto Transaction page. A specialized Auto Transaction Form opens. You'll immediately notice its similarity to the regular transaction form. However, two different options are available: a Frequency field and a Number of Times field.

NOTE: Remember to choose the "Check Print" transaction type if you want to print a check from Membership PLUS for your automatic payments.

3. When you're finished entering the information, click Save to save your entries and return to the Auto Transaction page.

The automatic payment transaction will appear as an entry on the Auto Transactions page. However, no "real" transactions have been created yet, so you will not see the transaction on your checking account register. When you set up an automatic transaction, the information you enter acts as a "template" or pattern. Membership PLUS uses this template to generate the regular transactions that do appear on your checking account transaction register after you process the automatic transaction.

Processing Your Automatic Transactions

Processing your automatic transactions is simple, and you should do this whenever you sit down to pay bills or whenever Membership PLUS reminds you of a due date.

To process our automatic payment transaction,

1. On the Auto Transaction page, mark the checkbox of the transactions you want to pay.
2. Click the Process button at the bottom of the Auto Transactions page.
3. On the Confirmation dialog that appears, click the Yes button to proceed with Auto Transactions, or click the No button to not process the auto transactions.
4. Once the procedure is complete, you will see a change in due date on the Auto Transactions page, which advances to the next due date for each transaction.

Editing Automatic Transactions

Once you've processed an automatic transaction, you can edit the resulting transaction from the appropriate account transaction register just like a regular transaction. However, if you want to change the automatic transaction template, you need to modify the automatic transaction on the Auto Transactions page.

Skipping Automatic Transactions

If you have set up automatic transactions (to pay bills, for example), but need to skip a scheduled transaction, highlight it on the Auto Transaction page and click the Skip button at the bottom of the page. (Note that skipping a transaction only removes it from the list of transactions waiting to be processed; it does not delete the automatic transaction itself.) Be sure to skip the transaction *BEFORE* editing any other automatic transactions listed on the Auto Transactions page. If you edit a transaction, then use the skip option, your edits will be ignored.

Voiding and Deleting Transactions

At some point in your work with transactions, you may want to void or delete a transaction. Voiding a transaction cancels it by reversing any effect it had on applicable account balances while leaving the details of the transaction intact. Deleting a transaction removes it permanently and recalculates all of the affected account balances. The basic difference between voiding and deleting transactions is that a void can be "undone" but a deletion cannot.

To void a transaction,

1. Highlight the transaction on any account register on which it appears.
2. Click the Void button above the Check Register.

Membership PLUS removes the arithmetic affects of the transaction and marks it "VOID." If you later decided to reinstate the transaction, highlight it and reselect the Void Transaction option. **Note:** You cannot void *Check Print* transactions (those assigned a transaction type of "Check Print"). You must delete the transaction to remove it.

To permanently delete a transaction,

1. Highlight the transaction on any account register on which it appears.
2. Click Delete button on the tool bar. Membership PLUS asks you to verify your choice. Click Yes to proceed.

Membership PLUS removes the entire transaction and recalculates all affected account balances. The transaction will no longer appear anywhere in your Membership PLUS records. Deleting a transaction cannot be undone.

Searching and Sorting Transactions

Membership PLUS provides tools that allow you to locate specific transactions quickly and to rearrange the order of your transactions on any transaction register.

Searching for Transactions Using Fast Find

As the number of your transactions grows, it may become more difficult and time-consuming to locate a particular transaction. The Membership PLUS *Fast Find* feature can locate specific transactions for you quickly. *Fast Find* is available on the Check Register. The steps below outline how to locate a specific transaction using *Fast Find*.

1. Click *Fast Find* button above the Check Register.

2. On the *Fast Find* dialog, enter the desired search criteria. By default, *Fast Find* assumes you're looking for an exact match to the information you enter. You can search for partial matches also if you like. See the *Fast Find* topic of online Help for details on searching for partial matches.
3. To initiate the search, click the Find button.

Searching for Transactions Using the Scroll Bar

With the Transaction Form open, you can use the scroll bar on the right side to move through all the transactions for that account, almost like a detailed transaction register. If edits are necessary, click on the form to activate edit capabilities.

Sorting Your Transaction Records

By default, Membership PLUS sorts and displays transactions in the same order that you entered them. To change the order of the transactions on the Check Register, click the Sort by field button. A submenu will appear where you can choose the desired sort option. (The current sort by option is displayed in the sort by field.) Whatever option you choose remains in effect until you change it again. Note that each check register you have open can have a different sort option if you like.

Balancing Accounts and Year-end Processing

Periodically, you'll want to balance your accounts to ensure the balances in Membership PLUS match your account statements. At the end of the year, you'll also want to organize your records to prepare any required tax reporting and begin the new year on track. In this section, you'll find information to ensure the accuracy of your Membership PLUS records and to simplify your year-end analysis.

Balancing Your Checkbook and Other Accounts

With the Membership PLUS reconciliation feature, balancing your accounts is a simple process. You just sit down at your computer with your statement and mark your cleared transactions. Membership PLUS takes care of the rest. The reconciliation feature allows you to enter any fees incurred or interest earned on an account. You can even add transactions you missed or forgot to enter (such as an ATM withdrawal). In order to reconcile an account, the account must be marked "Reconcilable" in the Accounts module Data Entry page. See Reconciling Accounts in Membership PLUS Help.

Entering Your Statement Information

When you receive your statement for an account, you should reconcile the account in Membership PLUS as soon as possible. To begin, select Reconcile tab in the Transactions module. Then do the following:

1. In the Select Account to Reconcile field, select the account from the drop-down menu you want to balance.
2. In the Statement Information section above the register, enter the beginning and ending dates for the statement period (Use the Advance Statement Dates button to advance the dates one month from the previous reconciliation) and the ending balance for the account as shown on your bank or financial statement.

Date	Number	Type	Description	Amount
5/6/2008	10	Deposit	Deposits	1020.00
5/7/2008	1009	Printed Chk	ABC Supply Company	-52.95
5/7/2008	1010	Printed Chk	ABC Supply Company	-41.00
5/7/2008	1010	Printed Chk	Membership Plus	-34.95
5/8/2008	0	Deposit	Membership Plus 11.0 Deposit	37932.95
5/14/2008	555	Check	ABC Energy Company	-457.89
5/16/2008	0	Deposit	Membership Plus 11.0 Deposit	9276.00
5/17/2008	0	Deposit	Membership Plus 11.0 Deposit	15445.40
5/17/2008	0	Deposit	Membership Plus 11.0 Deposit	5813.95
5/20/2008	0	Deposit	Membership Plus 11.0 Deposit	376.25
5/29/2008	556	Deposit	Membership Plus 11.0 Deposit	17773.95
5/29/2008	556	Check	Check	-17773.95
5/29/2008	557	Check	Fee Due Christian Book & Supply	-35.95
5/29/2008	558	Check	Lowe's	-79.98
5/29/2008	559	Check	Pastor	-1770.00
5/29/2008	560	Check	Church Secretary	-961.54
5/29/2008	561	Check	Salvation Solutions	-65.00

Cleared Items:
1 increase totaling 1,820.00
8 decreases totaling 4,829.05
Beginning Balance: 12,252.11
Cleared Balance: (-3,099.05)
Statement Balance: 9,243.06
Out Balance: 0.00

3. If you were charged any service fees or earned interest on the account, make the appropriate entries in the Adjustments section. (For your own set of books, you may want to set up accounts to track these adjustments.) Click Apply button to apply any service fees and earned interest on the account.
4. In the Reconciliation register is a listing all the transactions for the account you've entered that fall within the specified statement period (based on the beginning and ending dates entered in Step 2 above). Any transactions that were not cleared prior to the designated statement period are also listed.
5. In the Reconciliation register, mark all the transactions listed on your statement by clicking on the checkbox with the mouse. A checkmark appears in the checkbox when you mark a transaction. To unclear a transaction, click on the checkbox. You can also clear and unclear transactions using the spacebar.

As you mark each transaction, Membership PLUS keeps track of the cleared balance and compares it to the statement balance (as entered in Step 2). The difference between these balances is shown in the *Out of Balance* field at the bottom of the Reconciliation page. If this field reads **0.00** your account is perfectly balanced; if not, see *If Your Account is Out of Balance* for troubleshooting information.

Adding, Editing, and Deleting Transactions

The Add and Edit buttons at the bottom of the Reconciliation page allow you to add new transactions or edit any existing transactions listed. If you need to permanently delete a transaction from your records (this action is *NOT* reversible), highlight it and press the Del key on your keyboard.

Sorting Transactions

Use the Sort field at the bottom of the Reconciliation page to change the order of the transactions listed.

Viewing/Printing a Reconciliation Report

Once you've balanced your account, you can click the Report button at the bottom of the Reconcile page to view/print a Reconciliation Report. The Reconciliation Report dialog appears outlining the results of the reconciliation. To print the information or save it to a file, click the appropriate button at the top of the dialog. To exit, click the Close button. For more information on balancing your accounts and using the reconciliation feature, see the Reconciling Accounts topic of Membership PLUS Help.

If Your Account is Out of Balance...

If you cannot get your account to balance correctly during the Reconciliation procedure, there are a couple of options available to you: scanning for errors and adjusting your Membership PLUS balance to match your statement.

Scanning Transactions for Possible Errors

If your account is out of balance and you are unable to locate the problem, you can have Membership PLUS scan through the transactions and check for possible errors, such as transposed numbers, checks recorded as deposits, or transactions marked as cleared that really aren't. To use this feature, click the Scan button at the bottom of the Reconciliation page. Membership PLUS will report any transactions that seem incorrect so you can evaluate and change them, if needed.

Adjusting Your Balance to Match Your Statement

If the Scan feature is unable to find any errors and the account is still out of balance, you may simply want to accept the bank's balance and adjust your Membership PLUS account balance accordingly. To make an adjusting entry, enter a transaction from the Data Entry page of the Transactions module.

Beginning a New Year

The procedure for ending a fiscal year and beginning a new one is completely automated in Membership PLUS. For most people, the fiscal year is usually the calendar year. Unless you change the fiscal year-end month when you create a new data set, Membership PLUS automatically defaults to December 31 as the end of the fiscal year.

To modify the fiscal year-end month after you've created a data set,

1. Go to File menu and select Properties.
2. In the tree view, locate Data Set and click on the PLUS Icon to expand it.
3. Locate Financials and expand it.
4. Click on Fiscal Year.
5. On the right side of the Properties dialog, click in the Fiscal year ends field to select a new year-end month.

When Does Year-end Processing Begin?

Membership PLUS initiates the automatic year-end processing when your fiscal year-end passes *AND* you record your first transaction in the new fiscal year. Once the automatic processing begins, Membership PLUS notifies you that it is preparing your accounts for the new year.

NOTE: Budget figures entered for your income and expense accounts are not affected by the automatic year-end processing.

Investments

Membership PLUS accounting does not track investments that require you to track units or shares. Membership PLUS does use Other Investment Accounts to track investments for which you do *NOT* need to track units or shares. Your investment may have a market value that differs from your original cost, and this market value may or may not fluctuate. A certificate of deposit (CD) purchased through a bank is an example of an investment transaction you would record using an Other Investments account.

Because Other Investments accounts track dollars only, and not units or shares, the need to create separate accounts for each investment is less strict than it is for securities accounts. So you can create one account for all your CDs, even if they are different denominations, or you can create a separate account for each.

Creating Investment Accounts

Other Investments, Investment Expense, and Investment Income accounts can be created and edited exactly as any other account type. Just complete the information in the fields presented at the Data Entry page of the Accounts module.

Other Investment Transactions

Because Other Investments accounts track dollars only and not units, the Transaction Form for these accounts has the same fields, features, and functionality as your checking or savings transactions. Other Investments are included as a separate account type to help you better organize and track investments.

Investment Income and Investment Expense

Membership PLUS provides two special account types, Investment Income and Investment Expense, to help you manage your investments. The types of transactions you wish to record in these accounts do not involve an actual investment account. For example, if you receive a check for a dividend payment on a stock you own and you deposit that check into your own checking account, the only accounts involved are the checking account and the Investment Income account.

Investment Income/Expense Transactions

The Transaction Forms for Investment Income and Investment Expense accounts are the same as those for any income or expense account transaction. These transactions can be recorded from either side of the ledger. That is, if you write a check to pay brokerage fees, you can go to the register for your checking account to record it, or you can go to the appropriate Investment Expense account register to record the expenditure.

Other Assets

Sometimes the difference between an investment and an asset is vague. Remember, the objective of an investment is to generate income or other future economic benefit. Other Assets are items that generally do not generate income.

If you purchase a house with the intention of selling it later for a profit, you are likely to consider that an investment and record the transaction in an Other Investments account. However, you probably didn't purchase the home you live in just to earn income from it. When you add or edit the account for your home, then, you should choose Other Assets for the Account Type.

Printing Checks

If you write a lot of checks each month, you might consider using Membership PLUS to print them instead of writing them out by hand. This is especially helpful for checks you write regularly, like a mortgage or car payment.

Preliminary Requirements

In order to print checks from Membership PLUS, you need to do the following:

1. Enter those transactions you want to print checks for as "Check Print" type transactions. If you want the payee's address to print on the check, enter the appropriate address information in the Details window of the Transaction Form.
2. Obtain blank check stock.

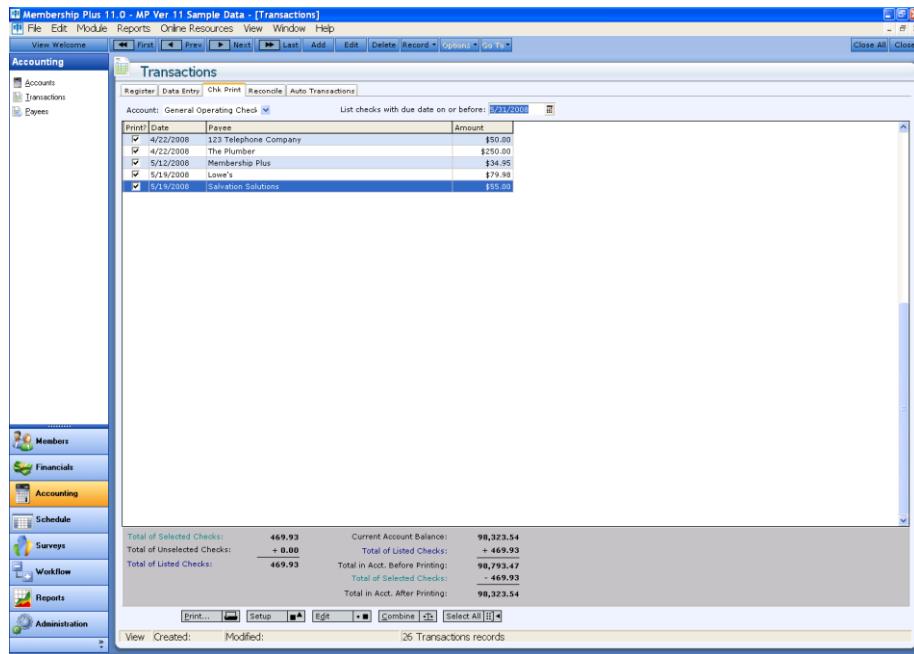
Here are some preliminary requirements to consider.

- You need to specify the type of blank check stock you have. You can do this when adding or editing your checking account or in the Check Style Setup dialog when printing checks (see Check Printing Procedures below for details on accessing this dialog).
- If you want Membership PLUS to remind you when checks need to be printed, choose Properties from the File menu. The Properties dialog appears. In the tree view locate Data Set and click on the PLUS Icon to expand it. Locate Financials and expand it. Select Register (GL). In the window on the right mark the Show Reminder When due to Print checkbox.
- Optionally, you can defer posting your "Check Print" transactions until you actually print the checks. This selection is made in the Properties dialog, accessed by choosing Properties from the File menu. In the tree view locate Data Set and click on the PLUS Icon to expand it. Locate Financials and expand it. Select Register (GL). In the window on the right mark the Defer Posting until after they are Printed checkbox. With deferred posting checked, the money for any "Check to Print" transactions will not be deducted from your checking account until you print the check.

Check Printing Procedures

When you're ready to print your checks,

1. Select Check Print tab in the Transactions module.
2. On the Check Print page, make any changes to a transaction listed by highlighting the transaction and clicking the Edit button at the bottom of the Check Print page. The Transaction Form will display.



To combine two or more transactions into one check, click the Combine button at the bottom of the Check Print page. A list of transactions with matching payee names appears. Select those you want to combine and click OK. The selected transactions now appear as one transaction in the Check Print register. (The transactions are also combined on the appropriate transaction registers.)

3. Select the checks you want to print by marking the checkbox each one. Any checks you do not mark won't print and will remain on the list until you do print them or remove them. To deselect a transaction, click on it again.

4. Clicking the Setup button at the bottom of the Check Print page takes you to the Check Style Setup dialog, where you can select your printer, identify your check styles, and print a sample sheet (click the Test button to do this).
5. Click the Print button at the bottom of the Check Print page to open the Print Selected Checks dialog. If necessary, you can select a check style, enter a beginning check number, and specify a date to print on the checks. You can also change the print setup.
6. On the Print Selected Checks dialog, verify the print setup information and click OK to begin printing the checks.

A Check Printing Summary dialog appears after the checks have been sent to your printer. From this dialog, you can click Yes to reprint the checks (in case your check forms were not aligned correctly, for example) or click No to return to the Print Selected Checks dialog. To exit the check printing procedure from the Print Selected Checks dialog, click the Close button.

Quick Reference

Accounting Modules

Accounts

- **List Tab**
 - ❖ Displays a list of all of the accounts that you have entered.
 - ❖ To add an account, click the add button on the tool bar. To edit an account, highlight the event in the list on the List page. Click the edit button on the tool bar. Membership PLUS will display the Data Entry page. Click the save button on the tool bar when done.
- **Data Entry Tab**
 - ❖ Add a new account or edit existing account information. Enter everything from account type, name, number to fund account and beginning balance.
 - ❖ Click on the add, edit, save tool bar buttons to enter or modify member information.
- **Budget Tab**
 - ❖ View or edit the budgets for all of your accounts in a single list.
 - ❖ The data on the Budgets page can be edited on a cell-by-cell basis. To make a change to a cell, click the Edit button on the tool bar and click in the cell to edit. The new numbers are automatically saved when you click the Save button on the tool bar.
 - ❖ The Budget page also offers other options: Show Budget Year, New Budget Year, Budget Period Options, Hide accounts with no budgets.
- **Links Tab**
 - ❖ Link Membership PLUS Funds with Membership PLUS Accounting accounts and Membership PLUS Banks to Membership PLUS Accounting accounts.
 - ❖ To link MP Funds with MP Accounting accounts, in MP Funds column of the Funds and Accounts grid, select the MP Fund you want to link an account to. In the Income Accounts column across from the selected fund, click in the account field. Notice a Pick List button appears. Click on the Pick List button to choose from the drop-down list the Income Account you want to link to your MP Fund.
 - ❖ To link a MP account to a MP bank, in the Funds column of the MP Bank and Accounts grid, select the bank you want to link an account to. In the Accounts column across from the selected bank, click in the account field. Notice a Pick List button appears. Click on the Pick List button to choose from the drop-down list the account you want to link to your MP Bank.
- **Groups Tab**
 - ❖ View all the account groups that you have created.
 - ❖ To add an account group, click the add button to the right of the account group field. In the New Group Name dialog enter the name of your new account group and click OK.
 - ❖ To change the composition of an account group: select the account group that you wish to edit in the Accounts Group window. In the Accounts window, click the accounts to be included. (Hold the Ctrl key while you select accounts.)
 - ❖ To copy the accounts in one account group to another account group: select the name of the account group you want to copy (master account group) and click the Copy button to the right of the account groups field. In the Copy Group Name dialog that appears, enter the name of the destination account group (the one you're copying to) and click OK. The contents of the master account group will replace the contents of the destination account group, making the second group identical to the first group.
 - ❖ To rename an account group without changing the accounts it includes: select the account group that you wish to rename in the Accounts Group window, and click the Rename button. In the Rename Account Group dialog, enter the new name for your group and click OK.
- **Reports Tab**

Displays any reports that you have already created for a particular account.
Select a report from the Report field on the Report page tool bar. Use the Select option and date range option for your report. Use the tool bar buttons to view pages, print, email, or export the account report.

Transactions

- **Check Register Tab**
 - ❖ Enter transactions directly to the Check Register, which resembles the checkbook registers that most people use to record the checks they write and balance their accounts.
 - ❖ To enter a new transaction, select the account type and name at the top of the page. Click add button on the tool bar to enter a new transaction.

- ❖ To edit a current transaction, select the account type and name at the top of the page. Click edit button on the tool bar to modify a transaction.
- ❖ Use the buttons at the bottom of the page to set how many lines to view in the register, display the transaction form, enter split transactions, and make the transaction payment automatic.
- **Data Entry Tab**
 - ❖ The Transaction Form looks like a check, and while it does perform the functions of a check, it is also used to enter other types of transactions.
 - ❖ To enter a transaction on the form, select the account type, name, and transaction type at the top of the page. Enter in each field on the form the required information. Click the save button when done.
 - ❖ Use the buttons below the form to enter split transactions, go to the posted account, and add an address to the form.
- **Print Checks Tab**
 - ❖ Besides reminding you when it's time to write checks, Membership PLUS can also print those checks for you.
 - ❖ Before printing checks, make any necessary edits to the individual transactions. Highlight the transaction and click the edit button at the bottom of the page.
 - ❖ Click the setup button at the bottom of the page to select your check style or enter your check style. Click OK when done. See Membership PLUS Help for more assistance.
 - ❖ Select the checks you want to print by marking each check's checkbox in the Print column.
 - ❖ Click on Combine to see if you can combine two or more checks into one to print. Select the checks to combine and click OK.
 - ❖ Click the print button at the bottom of the page. Make any changes, if necessary, on the Print Select Checks dialog. When done click OK.
- **Reconcile Tab**
 - ❖ The process of comparing the balance you show on your account records with a statement from your bank or other financial institution is done on this page.
 - ❖ To reconcile accounts with Membership PLUS, you sit down at your computer with your bank statement and mark all the transactions that have cleared your bank. Then let Membership PLUS check for discrepancies automatically. Any account that you have defined as "reconcilable" in the Data Entry page of the Accounts module can be reconciled with Membership PLUS. See Membership PLUS Help for more information.
- **Auto Transactions Tab**
 - ❖ To enter a new auto transaction, click the Add button on the top to enter a new auto transaction. The Transaction Form screen will popup for you to add an auto transaction.
 - ❖ To edit a current auto transaction, click edit button on the top to modify an auto transaction. The Transaction Form screen will popup for you to edit an auto transaction.
 - ❖ Select all the transactions you want to process for the current session by marking the checkbox for each auto transaction in the Process column. Each auto transaction contains all of the information you entered when you created it.
 - ❖ If you wish to ignore an auto transaction for a specific date and no longer have it display on your list, you can click on the skip button.
 - ❖ After updating and highlighting all of the auto transactions you're going to process, click the Process button. This will add transactions to the register automatically.
- **Reports Tab**
 - ❖ Displays any reports that you have already created for a particular account.
 - ❖ Select a report from the Report field on the Report page tool bar. Use the Select option and date range option for your report. Use the tool bar buttons to view pages, print, email, or export the account report.

Payees

- **List Tab**
 - ❖ Displays a list of all of the payees that you have entered.
 - ❖ To add a payee, click the add button on the tool bar. To edit a payee, highlight the event in the list on the List page. Click the edit button on the tool bar. Membership PLUS will display the Data Entry page. Click the save button on the tool bar when done.
- **Data Entry Tab**
 - ❖ Record payee information, name, address, telephone number, and email address.
 - ❖ To link a payee to a member so that the address information is shared with a member, click on the Select Member button.
 - ❖ Click on the add, edit, save tool bar buttons to enter or modify member information.

- **Reports Tab**
 - ❖ Displays any reports that you have already created for a particular payee.
 - ❖ Select a report from the Report field on the Report page tool bar. Use the Select option and date range option for your report. Use the tool bar buttons to view pages, print, email, or export the payee report.

Additional Documentation

Types of Help and Assistance

This Getting Started Guide is intended to get you started using Membership PLUS Version 11 for Windows. The primary source of information about using Membership PLUS is the Program Help and other features built into the program. This section will highlight the features of the Help system designed for Membership PLUS and show you different ways to find the information you need to know.

Program Help

Membership PLUS Program Help is the primary source of information about operating the program. Program Help provides task-oriented procedural instructions for each area of the program and reference information for options, settings, commands, and the like.

Most of the time the Program Help appears in a small window on the computer screen. It's sized and positioned so that you can read the information in the Help topic and still see most of the Membership PLUS program screen. If you need to move the Help window to see part of the program screen, just click the title bar and drag it to a new location.

Rather than trying to tell you everything you need to know about each subject, each topic in the Membership PLUS Program Help is designed to provide you with a very specific piece of information. You can read related information by clicking the Related Topics button at the end of the topic. Other relevant information can be found by clicking the underlined text in the topic to jump to another topic or pop up a definition, note, or other small piece of information.

To access Membership PLUS Program Help,

1. Go to Help on the Menu bar, using the mouse click on Help.
2. On the drop-down menu, click on either Help Topics or Index. Help Topics will display Membership PLUS Help with Table of Contents. Index will display Membership PLUS Help with the Topic Index.

Internet Help

Visit www.memplushome.com for the latest information and updates covering Membership PLUS!

Product Registration

If you purchased Membership PLUS directly from Membership PLUS, you are automatically a registered customer. If you purchased this product from a retail store, visit us at www.memplushome.com. We'll make sure you're registered and give you a registration code to enter into your program.

Registration entitles you to the following benefits:

- Notification of program upgrades.
- Announcements of other new products from Membership PLUS Opportunity to purchase Membership PLUS Preferred Support. Preferred Support offers you the user a toll free support phone number and unlimited tech support help.

Be sure to contact us with any address changes so that we can keep you current with Membership PLUS developments. Visit us at www.memplushome.com.